

General Safety and Health Worksite Assessment Checklist

Employer:			
Address:			
Phone:		E-mail:	
Supervisor:		Student:	

Name of person(s) doing the worksite visit:

Date:

This checklist may be used to help assess safety and health conditions at the worksite: it addresses aspects of safety and health that are mostly observable during a worksite assessment. It does not cover all possible hazards and cannot be used to determine compliance applicable federal and state regulations. Questions are framed so that "Yes" is positive, "No" is a potential negative indicator, and "N/A" means the question is not applicable to this particular worksite. The "Comments" column is for clarifications to the answer of any particular question.

Other critical information is gathered by talking with the employer about training, workplace safety and health hazards, and policies and procedures. Together, the information gathered from the assessment should provide you with a sense of the employer's commitment to workplace safety in order to determine if the placement is acceptable for the student.

General Health and Safety

	Yes	No	N/A	Comments
Are work areas orderly and clean?				
Is material handling equipment in good condition/free of apparent damage? (e.g. trucks, dollies, carts)				
Are containers of chemicals or other substances labeled with product names or ingredients?				
Are containers with chemicals securely covered/closed?				
Is there adequate lighting for the work?				
Does the job site provide adequate restrooms with hand washing facilities?				
Do objects that require lifting by a single person weigh less than 30 pounds?				
Are computer workstations and equipment sufficiently adjustable so workers can make changes while performing computer tasks?				
Are materials properly stored so as not to create a falling or tripping hazard?				
Are work areas free of high noise levels? (Do you have to shout to have a conversation at 3 feet?)				
Are Material Safety Data Sheets (MSDS) onsite and available to employees?				

Electrical

	Yes	No	N/A	Comments
Are plugs and electrical outlets in good condition?				
Is wiring insulated, and cords free of fraying or deterioration?				
Are extension cords grounded (three-pronged)?				
Are power strips used correctly? (plugged directly into outlets, not used for high voltage items. e.g. refrigerators)				